



2024 CHRS Annual Meeting Abstract Submission Guidelines

Deadline for Submissions: Friday, July 5, 2024, at 12:00 (noon) EDT.

GENERAL INFORMATION

- The 2024 CHRS Annual Meeting is accepting abstracts for ORAL presentations. Abstracts must be received by Friday, July 5, 2024, at 12:00 (noon) EDT. No abstracts will be accepted past this date.
- Submissions will be judged and ranked and only the **authors of the Top 4 ranked abstracts** will have the opportunity to present a 5-minute oral presentation. The authors will receive complimentary registration fees for CCC 2024.
- Abstracts must be received electronically through the [Abstract Submission Site](#).
- Changes to abstracts will not be accepted after submission.
- Originality of work, adequacy of data and clarity of exposition are the determinants in the selection of abstracts.
 - Make abstracts as informative as possible, including a brief statement of the purpose of the study or why it was done, the methods or what was done, the results observed, and conclusions based on the results.
 - Actual data should be summarized. It is inadequate to state, “The results will be discussed” or “The data will be presented.”
 - Any graphs and tables must be simple and will only be accepted if they are of high enough quality and resolution for printing.
- Presenting authors must register for the 2024 CHRS Annual Meeting. Registration fees are complimentary for CHRS members.
- Travel expenses associated with the abstract poster presentation are the sole responsibility of the presenting author. As a benefit of membership, all CHRS Trainee and Allied Health Professional members are eligible to receive a travel grant up to \$500.
- Only the presenting author will receive notification of abstract status.
- The final decision with respect to selection will be made by the CHRS AM Planning Committee.
- If your submission is accepted, details will be sent to the presenting author by July 31st, 2024.

COMPLETING THE ABSTRACT SUBMISSION FORM

- List abstract author names in the order they should appear.
- Author(s) with potential conflicts of interest must be identified by a dagger (†) after their name.
- The first letters of major words in the abstract title should be capitalized.

- The abstract should not exceed 250 words. Abstracts will be rejected if this max is exceeded.
- The use of standard abbreviations is required.
 - Examples include kg, g, mg, ml, L (liter), meq, m (meter), mmol/L (millimoles per liter), and % (percent). Abbreviated terms should be expanded at first mention with the abbreviation in parentheses. Then the abbreviation is used throughout abstract.
- Use numerals to indicate numbers, except when beginning sentences.
- Nonproprietary (generic) names should be used the first time a drug is mentioned and typed in lowercase letters; trade names are always capitalized, for example, aspirin (Bufferin).
- Simple tables or special symbols may be included. Please send supplementary documentation to chrs@ccs.ca
- The CHRS requires the presenting author to complete the CME/CPD Disclosure Form (included as part of the Abstract Submission Form).

If you have questions about completing the Abstract Submission Form, please contact us at chrs@ccs.ca.